

Jerome Joint School District No. 261
COMMUNITY RELATIONS

Facilities Use Agreement

4210F3

This form is for view purposes only. If you wish to rent a Jerome School District facility, please complete an online application here

Facilities Rental Request - Jerome School District or
<https://outlook.office.com/book/JeromeSchoolDistrictFacilitiesUseAgreement@cpgplc.onmicrosoft.com/?ismsaljsauthenabed=true>

Organization or Individual Requesting Facility Use: _____

Facility Requested: _____

Date and Hours of Requested Use: _____

Purpose of Use: _____

Equipment/Services Needed: _____

Insurance and Other Special District Requirements for Use: _____

Use Charge for Services/Facilities Listed: _____

Date and Amount Paid: _____

Principal's Approval: _____ Date: _____

Superintendent/Designee Approval: _____ Date: _____

Premises and Conditions

Conditions of Facilities Use—Use of District facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco, or other drugs be sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members;
2. That no illegal games of chance or lotteries be permitted;
3. That no functional alteration of the premises or functional changes in the use of such premises be made without specific written consent of the District; and

4. That adequate supervision be provided by the requesting organization or individual to ensure proper care and use of District facilities;
5. That the organizers and participants shall comply with all other District policies and procedures; and i.c. 33-601, 33-602 74-604
6. That all other federal, state, local, and District health measures in effect, such as requirements to wear a mask or to practice physical distancing, be observed.

Facilities Use Agreement – Booking Guidelines and Requirements

All individuals or organizations requesting to use the facility must adhere to the following terms:

- Review and Approval: All booking requests are subject to review and approval by the appropriate authority. Submission of a request does not guarantee reservation.
- Fee Schedule: Facility rental is available at a rate of \$35 per hour. All partial hours are rounded up to the next full hour for billing purposes.
- Kitchen: Organizations requesting the use of a JSD kitchen will be charged an additional \$35 fee per hour, with a 2-hour minimum, for the use of the facility and to cover the expense of a food service employee during the event. The employee will provide guidance on the proper use of equipment, general oversight of food production, and ensure proper clean-up and sanitation standards are followed.
- Payment Method: Payment may be submitted via cash, check, or cashier's check, and must be made payable to Jerome School District using the contact information provided below.
- Payment Deadline: Full payment for the facility use is required no later than 10 days prior to the scheduled event date. Failure to submit payment on time may result in cancellation of the reservation.
- Required Documentation: Requesters must print out the Facilities Use Agreement and sign all related documents before the booking can be finalized.
- Submission Location: All signed documents and payments must be delivered to the following address:

**Maintenance Building
125 4th Ave W
Jerome, Idaho 83338**

Please ensure all materials are submitted in person during regular business hours. Monday through Friday, from 10:00 AM to 2:00 PM MST. Incomplete or late submissions may delay or void the approval process.

Rent and Deposit

The requesting organization or individual agrees to pay the District, as rent for the premises and

as payment for special services provided by the District **and/or SSC Services** (if any), in full. This shall be due 10 days in advance. The requesting organization or individual shall be responsible for all actual damages, including costs, disbursements, and expenses resulting while it has use of the premises.

Insurance and Indemnification

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend, and hold harmless the District and any of its employees or agents from any liability, expenses, costs (including attorney's fees), damages, and/or losses arising out injuries or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the District facility which are not the result of fraud, willful injury to a person or property, or the willful or negligent violation of a Law.

The requesting organization or individual shall provide the District with a certificate of insurance prior to the use of the facility. The certificate shall show coverage for comprehensive general liability insurance in an amount not less than \$1,000,000 for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility.

Non-Discrimination

The requesting organization or individual agrees to abide by non-discrimination clauses as contained in the Idaho Human Rights laws and federal anti-discrimination laws.

DATED this ____ day of _____, 20__.

Jerome School District

Requesting Organization/Individual

By: _____

By: _____

Address: _____

Phone: _____

Signature: _____

Additional Obligations:

Policy History:

Adopted on:	10/24/2006
Revised on:	05/22/2012
Revised on:	09/22/2020
Revised on:	06/28/2022
Revised on:	10/15/2024
Revised on:	04/22/2025
Revised on:	07/22/2025